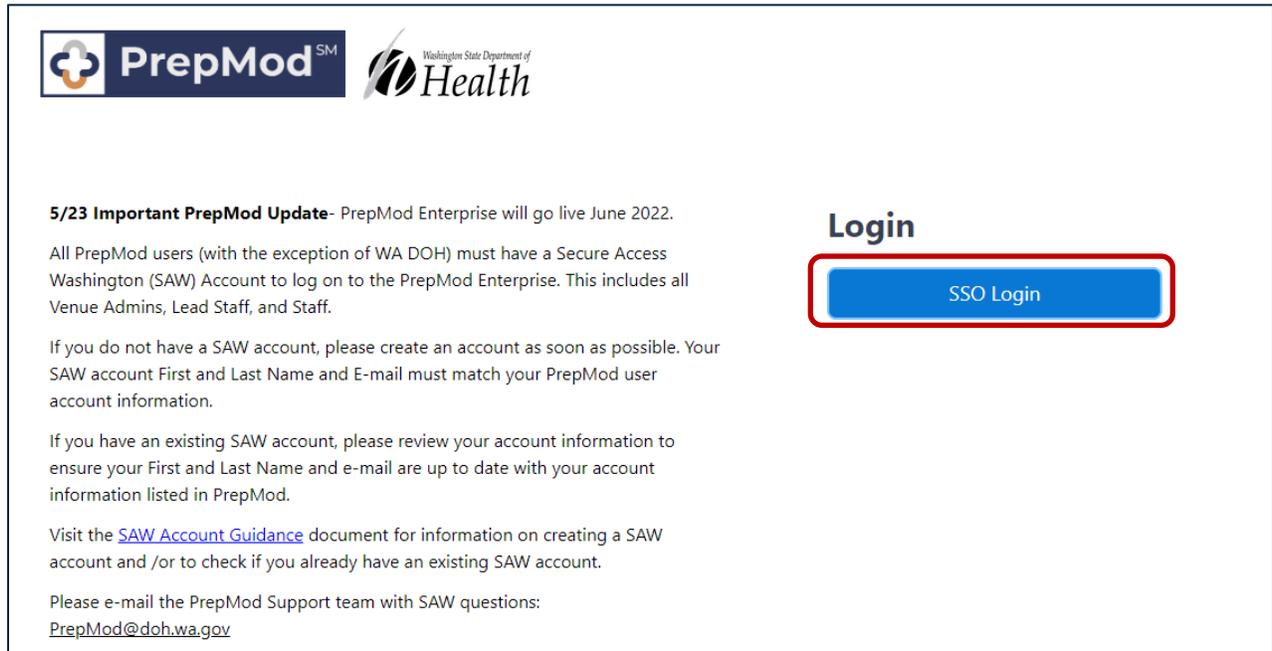


This document purpose is to describe the process for logging into the PrepMod Enterprise system through Secure Access Washington (SAW). Users must first [Establish a Secure Access Washington \(SAW\) Account](#). Please be aware the user's first name, last name, and email address in SAW and PrepMod must match.

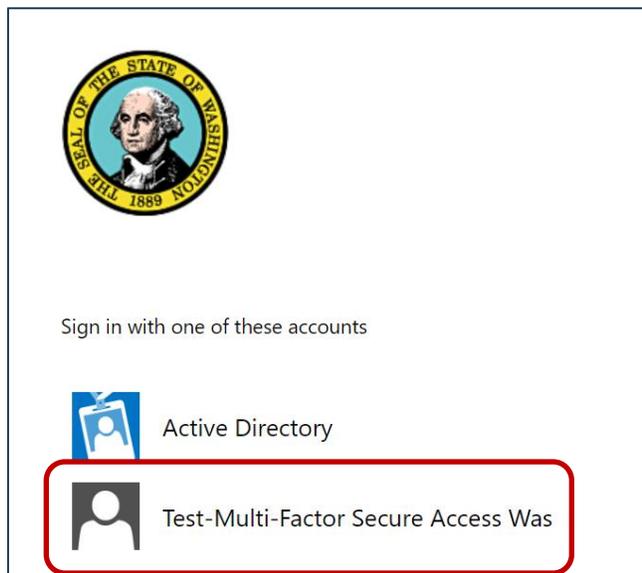
**For users sharing computers, please clear your browsing data before attempting to log in.**

Go to the [PrepMod Enterprise login page](#) and click SSO Login.



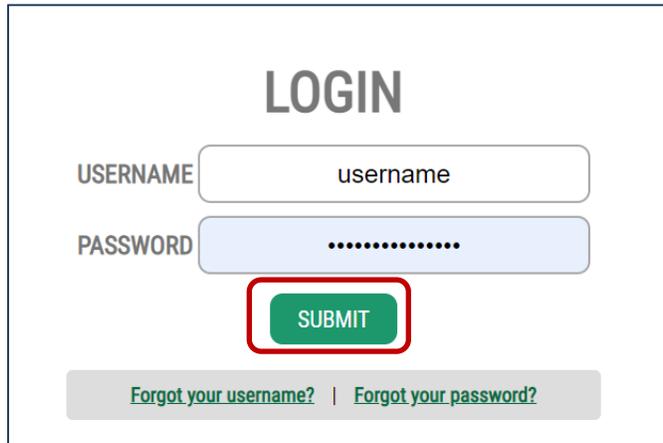
The screenshot shows the PrepMod Enterprise login page. At the top left are the PrepMod and Washington State Department of Health logos. Below the logos is a section titled "5/23 Important PrepMod Update- PrepMod Enterprise will go live June 2022." followed by instructions for users. To the right of the text is a "Login" section with a blue button labeled "SSO Login" that is highlighted with a red border.

Select Multi-Factor Secure Access Washington (Note- SAW Users may not get this screen and will proceed direct to SAW Logon.)



The screenshot shows the account selection screen. At the top left is the Seal of the State of Washington. Below it is the text "Sign in with one of these accounts". There are two options: "Active Directory" with a blue icon and "Test-Multi-Factor Secure Access Was" with a grey icon. The "Test-Multi-Factor Secure Access Was" option is highlighted with a red border.

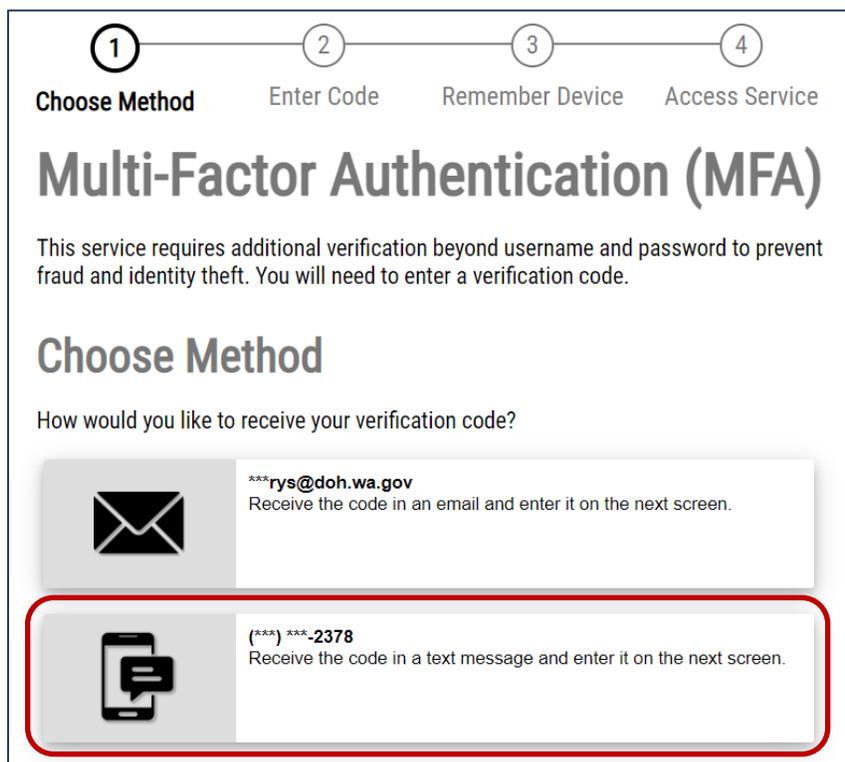
You will be directed to the SAW login screen. Enter your SAW username and password and select Submit.



The screenshot shows a login form with the following elements:

- LOGIN** (Large heading)
- USERNAME** field with the text "username" entered.
- PASSWORD** field with masked characters ".....".
- A green **SUBMIT** button, which is highlighted with a red rectangular border.
- Links for [Forgot your username?](#) and [Forgot your password?](#) at the bottom.

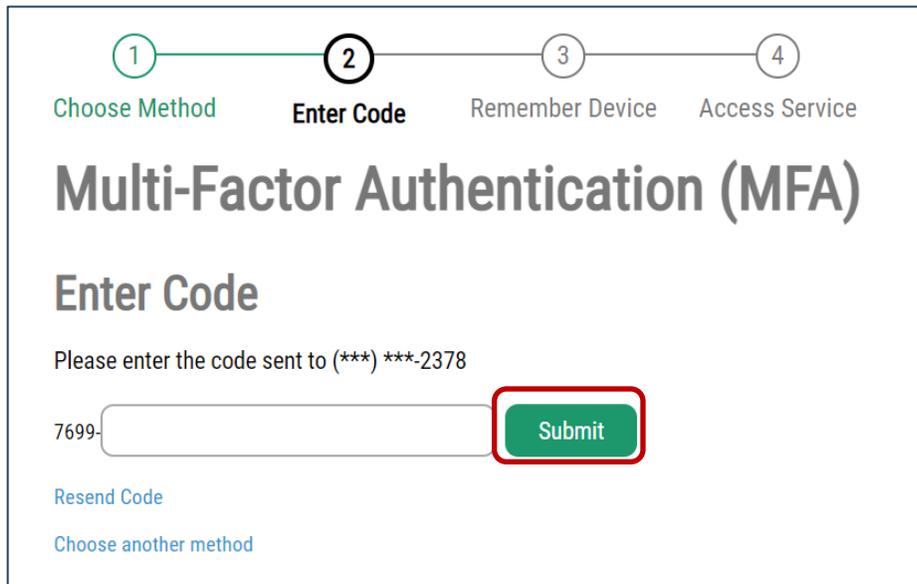
Select the method of delivery for a one-time authentication code



The screenshot shows the MFA selection screen with the following elements:

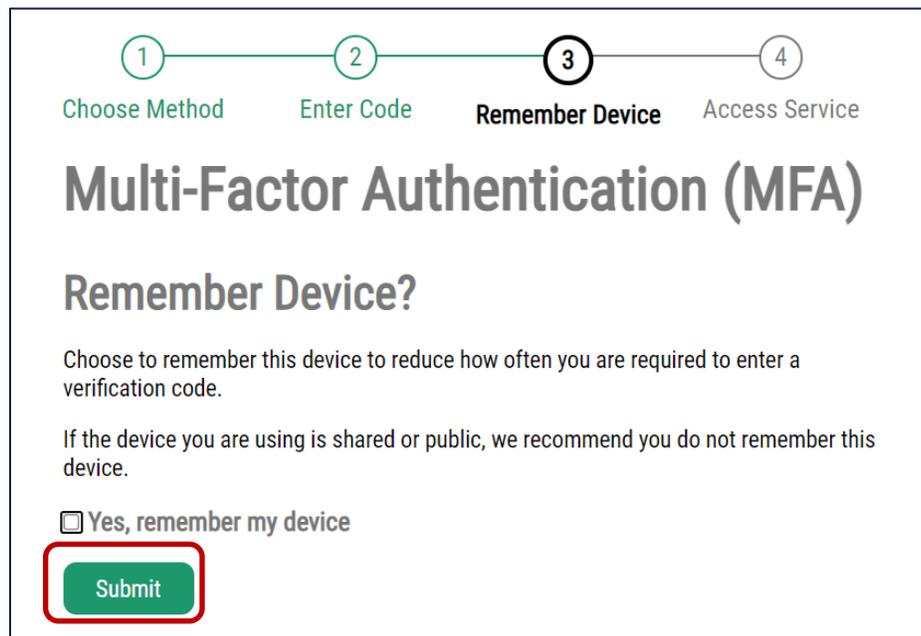
- A progress indicator at the top with four steps: 1. Choose Method, 2. Enter Code, 3. Remember Device, 4. Access Service.
- Multi-Factor Authentication (MFA)** (Large heading)
- Text: "This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code."
- Choose Method** (Section heading)
- Text: "How would you like to receive your verification code?"
- Two options for receiving the code:
  - Email: **\*\*\*rys@doh.wa.gov**. "Receive the code in an email and enter it on the next screen."
  - Text Message: **(\*\*\*-\*\*\*-2378**. "Receive the code in a text message and enter it on the next screen." This option is highlighted with a red rectangular border.

Enter the code and select Submit. If a verification code is not received click Resend Code or Choose Another Method.



A progress bar at the top shows four steps: 1. Choose Method, 2. Enter Code (highlighted), 3. Remember Device, and 4. Access Service. The main heading is "Multi-Factor Authentication (MFA)". Below it is "Enter Code". The instruction says "Please enter the code sent to (\*\*\*) \*\*\*-2378". There is a text input field with "7699" and a green "Submit" button highlighted with a red border. At the bottom are links for "Resend Code" and "Choose another method".

Click submit



A progress bar at the top shows four steps: 1. Choose Method, 2. Enter Code, 3. Remember Device (highlighted), and 4. Access Service. The main heading is "Multi-Factor Authentication (MFA)". Below it is "Remember Device?". The instruction says "Choose to remember this device to reduce how often you are required to enter a verification code." and "If the device you are using is shared or public, we recommend you do not remember this device." There is a checkbox labeled "Yes, remember my device" which is unchecked. A green "Submit" button is highlighted with a red border.

You now will be logged in.



<p>Manage Clinics and Users</p> 	<p>Start Clinic <b>Standard</b></p> 	<p>Start Clinic <b>Virtual Queue</b></p> 	<p>Find a Record</p> 	<p>Enroll Provider or Business</p> 
<p>Inventory Management</p> 	<p>Generate Reports</p> 	<p>Send a Message</p> 	<p>Enroll Employers</p> 	<p>Logout</p> 

If you require technical support, please call our Help Desk at 888-897-9595 or email [Tech.Support@multistatep4p.com](mailto:Tech.Support@multistatep4p.com)